**Recruitment Intermediary Questionnaire & Checklist**

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| **Name:** | **Date:** |

**Section 1 General Information on Company**

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| 1.1.1 Recruiter Agency/Labor Broker Name: | | | | 1.1.2.Registration/License No.: | | | | | | | | | | | |
| 1.1.3. Address: | | | | 1.1.4. Previous location (s): | | | | | | | | | | | |
| 1.1.5. Year Established: | | | | T1.1.9.  Total Number of Employees ……….……Persons  Female…………. Male………….  Organization Chart?  Yes  No | | | | | | | | | | | |
| 1.1.6. Affiliated Companies: | | | | | | | | | | | | | | | |
| 1.1.7. Main Contact/Title: | | | | 1.1.8. E-mail:  Telephone: | | | | | | | | | | | |
| 1.2.1. Overview of Supply Chain of Recruiter: (Number of clients, partner recruiters, service providers)   Thai Employers (Seafood)……………………………………………………………………………………………………………………………………………….   Thai Employers (Other Food).………………………….……………………………………………………………………………………………………………….   Thai Employers (Non-Food)…………………………………………………………………………………………………………………………………………….  Thai Partner Labor Brokers ………………………………………………………...…………………………….……….….…………….……………………………   Source Country Recruiters ……………………………………………………………………………………………….………………...................................................   Transportation ……………………………………………………………………………………………….……………………………….………………………...   Accommodation ……………………………………………………………………………………………….………………………………………………………..   Translation/Interpreters……………………………………………………………………………………………….……………….………………………………..   Legal ……………………………………………………………………………………………….……………………………………………………............................   Security ………………………………………………………………………………………………….……………………………………………................................   Others, specify ……………………………………………………………………………………………………………………………………..................................... | | | | | | | | | | | | | | | |
| 1.2.2. Industry Sectors Serviced (%) | | | |  Seafood…………...…...  Other Food .…………...  Agriculture………..….  Fishing………..……….  Construction.……….….  Others …….……..…... | | | | | | | | | | | |
| 1.2.3. Work Categories Serviced (%) | | | |  Factory Workers ………  Seamen ...……...  Construction…………   Agriculture………. Domestic Help ………… Others, ……………. | | | | | | | | | | | |
| 1.2.4. Total number of migrant workers  recruited per year – average for the last two years; % of women and men | | | |  Myanmar total…………….persons; women ……….%; men……….%   Cambodia: total…………persons; women………...%; men……….%   Laos: total…………...persons; women…………%; men……….%   Others, specify, …………...total …….persons; Women……%; men…………….% | | | | | | | | | | | |
| 1.2.5. Source Countries for migrant workers (% of total number of workers recruited) – average last two years | | | | Myanmar ……….%;  Cambodia: …………%  Laos………%;  Others, specify………………. ; …….% of total number of workers | | | | | | | | | | | |
| 1.2.6. No. of Partner Recruiters in host and source countries and registrations | | | | Thailand……...persons; …….companies; licensed  Yes  No, By which agency?..............................License No. ....................  Myanmar …….persons; …….companies; licensed  Yes  No, By which agency?..............................License No. ....................  Cambodia: …….persons; …….companies; licensed  Yes  No, By which agency?..............................License No. ....................  Laos……………persons……….companies; ; licensed  Yes  No, By which agency?..............................License No. ....................  Others, specify…………………,…persons……….companies, By which agency?..............................License No. .................... | | | | | | | | | | | |
| 1.2.7. No. of subcontractors and service providers in Thailand and licenses | | | | Transportation ……...persons; …….companies; licensed  Yes  No; license issued By?............................ License No………………  Accommodation…….persons; …….companies; licensed  Yes  No; license issued by?............................ License No………………  Translation/Interpreters………...persons; ……….companies; licensed  Yes  No; license issued by?............. License No………………  Legal ………...persons; ………...companies; licensed  Yes  No; license issued by?............................ License No………………  Security…...…...persons; ………companies; licensed  Yes  No; license issued by?............................ License No………………  Others; specify…………………; …...….persons; …….companies; licensed  Yes  No; license issued by?................ License No……………… | | | | | | | | | | | |
| 1.2.8. No. of subcontractors and service providers in Source Country and licenses | | | | Transportation ……...persons; …….companies; licensed  Yes  No; license issued by............................ License No………………  Accommodation…….persons; …….companies; licensed  Yes  No; license issued by?............................ License No………………  Translation/Interpreters………...persons; ……….companies; licensed  Yes  No; license issued by?.................. License No…………  Legal ………...persons; ………...companies; licensed  Yes  No; license issued by?............................ License No………………  Security .…...….persons; ……….companies; licensed  Yes  No; license issued by?............................ License No………………  Others; specify…………………; ….….persons; …….companies licensed  Yes  No; license issued by?..................... License No………… | | | | | | | | | | | |
| 1.2.9. Migration Route – Specify town or city names in source and host countries | | | | * Myanmar: Villages.…………………………………………………………………………………………………………………………………………………………………….   + Pre-departure processing center…………….…………………………....…………………………………………………………………………………….   + Border crossing…………………………………………………….……………………………………………………………………………………………………..   + Post-arrival center……………………………………………………………...............................................................................................   + Others, specify …………………………………………………………………………………………………………………………………………………………….. * Cambodia:  Villages.……………………………………………………………………………………………………………………………………………………………….   + Pre-departure processing center…………….……………………………………………….………………………………………………………………..   + Border crossing……………………………………………………………………………………………………………………………………………………………   + Post-arrival center……………………………………………………………………………………………………………………………………………………….   + Others, specify …………………………………………………………………………………………………………………………………………………………….. | | | | | | | | | | | |
| 1.2.10 Method of Travel, Transit Points, In-Transit Accommodation | | | | Myanmar:  by land  by air  by boat; Transit  Yes  No, Transit point (s)………………………………………………………  Cambodia:  by land  by air  by boat; Transit  Yes  No, Transit point (s)………………………………………………………………….  Laos :  by land  by air  by boat; Transit  Yes  No, Transit point (s)………………………………………………………………….  Who accompanies migrant workers?  Thai Employer  Thai Recruiter  Source Country Recruiter  Others  In-Transit Accommodation? :  hotel  house  others, .............. | | | | | | | | | | | |
| 1.2.11 Recruitment fees and costs | | | | Who pays for job application and recruitment fees?  Thai Employer  Thai Recruiter  Source Country Recruiter  Worker | | | | | | | | | | | |
| Who pays for document processing and issuance?  Thai Employer  Thai Recruiter  Source Country Recruiter  Worker | | | | | | | | | | | | | | | |
| Who pays for pre-departure travel and other costs?  Thai Employer  Thai Recruiter  Source Country Recruiter  Worker | | | | | | | | | | | | | | | |
| Who pays for cross-border travel and post-arrival costs?  Thai Employer  Thai Recruiter  Source Country Recruiter  Worker | | | | | | | | | | | | | | | |
| 1.3.1. Internal Audits and Management Review | | | | Do you do the following activities? | | | | | | | | | | | |
|  Internal Audit of Social Policies and Practices  Yes  No By? ………………………………………Frequency>……………………………. | | | | | | | | | | | | | | | |
|  Management Review of HR Policies and Practices  Yes  No By? ………………………………………Frequency>……………………………. | | | | | | | | | | | | | | | |
| 1.3.5. Training Programs | | | | Has training been developed, received, delivered of facilitated for   * Middle/top management of Recruitment Agency  Yes  No * HR Personnel of Recruitment Agency  Yes  No * Social Management System / Internal Audit Team  Yes  No * Significant Partners Core Teams or HR personnel  Yes  No * Pre-Departure Migrant Workers Training  Yes  No * Post-Arrival Thai government training  Yes  No | | | | | | | | | | | |
| 1.3.6. Disciplinary Action Protocols | | | | Are these defined in the  Company Rules;  the Employment Contract; explained to the worker in their language  Yes  No | | | | | | | | | | | |
| 1.3.7. Grievance / Complaints Mechanisms | | | | Does the Recruitment Agency have or do the following   * Confidential Grievance / Complaint protocols  Yes  No * Person-in-Charge trained on gender-sensitivity  Yes  No * Provide emergency contacts to migrant workers  Yes  No * Requires Partners to have grievance mechanism  Yes  No | | | | | | | | | | | |
| 1.3.8. Remediation Policies & Strategies | | | | Does the Recruitment Agency have or do the following   * Remediation Policies and Procedures  Yes  No * Corrective Actions and Preventive Measures  Yes  No * Keeps a list for emergency contacts and agencies  Yes  No * Requires Partners to have Remediation Protocols  Yes  No | | | | | | | | | | | |
| 1.3.9. Reference Laws, Standards | | | | Does the Recruitment Agency understand   * ILO Fair Recruitment Principles/Guidelines  Yes  No * BSCI Social Management System  Yes  No * Thai Labor Laws requirements  Yes  No | | | | | | | | | | | |
| Information on Current Recruitment Agency Staff  1.4.1. Number of managers and staff working for recruitment agency | | | | | | | | | | | | | | | |
| Nationality | | 18 – 24 years old | | | | 25 years up | | | Total | | | | | | |
| Male | | Female | | | | Male | | | Female | | | | | | |
| Thai | | | | | | | | | | | | | | | |
| Myanmar | | | | | | | | | | | | | | | |
| Cambodia | | | | | | | | | | | | | | | |
| Laos | | | | | | | | | | | | | | | |
| Other Countries | | | | | | | | | | | | | | | |
| Disabled persons | | | | | | | | | | | | | | | |
| Total managers and staff | | | | | | | | | | | | | | | |
| 1.5.1. Number of migrant workers by nationality and age group | | | | | | | | | | | | | | | |
| Nationality | | | | | 18 – 24 years old | | | | | 25 years up | | | Total | | |
| Male | | | | | Female | | | | | Male | | | Female | | |
| Myanmar | | | | | | | | | | | | | | | |
| Cambodia | | | | | | | | | | | | | | | |
| Laos | | | | | | | | | | | | | | | |
| Other Countries | | | | | | | | | | | | | | | |
| 1.5.2. Method of Recruitment | | | MOU System | | | | Nationality Verification (NV) | | | Other Systems (specify) | | Total | | Remarks | |
| Myanmar | | | | | | | | | | | | | | | |
| Cambodia | | | | | | | | | | | | | | | |
| Laos | | | | | | | | | | | | | | | |
| Others | | | | | | | | | | | | | | | |
| 1.5.3. Identity Documents | | | | | | | Travel and Identity Documents issued by the country of origin | | | | | Work Permit issued by the Thai authorities | | | |
| Recruitment Method | Full passport | | | | Temporary Passport | | | Certificate of Identity | | Pink Card | Blue Book | | Others | | Total |
| MOU | | | | | | | | | | | | | | | |
| NV | | | | | | | | | | | | | | | |
| Direct /Walk-in | | | | | | | | | | | | | | | |
| Others | | | | | | | | | | | | | | | |